

Real Estate Brokers and Professionals

Auto Travel (In miles)

Client Meetings
 Continuing Education
 Escrow & Loan Office Trips
 Out of Town Business Trips
 Showing Property
 Parking Fees (\$)
 Tolls (\$)
 Other: _____

Travel - Out of Town

Airfare
 Car Rental
 Parking
 Bus, Subway, Train, & Taxi
 Lodging (do not combine with meals)
 Meals (do not combine with lodging)
 Porter, Bell Captain
 Laundry
 Bridge & Highway Tolls
 Telephone Calls (including home)
 Other: _____

Professional Fees & Dues

Association Dues
 Chamber of Commerce
 License Fees
 Realty Board
 Other: _____

Telephone Expenses

FAX Transmissions
 Cellular & Paging Service
 Pay Phone & Toll Calls
 On-Line Charges
 Other: _____

Continuing Education

Correspondence Course Fees
 Materials, Supplies & Textbooks
 Seminars & Motivational Tapes
 Other: _____

Supplies & Expenses

Advertising, Signs, Flags & Banners
 On-Line Service Costs
 Attorney & Appraisal Fees
 Bank Charges
 Briefcase
 Business Meals (enter 100%)
 Equipment Repair
 FAX Supplies
 Film & Processing
 Finders Fees
 Gifts, Flowers, & Greeting Cards
 Insurance - E. & O. and Liability
 Legal & Professional Services
 Lock Boxes, Keys & Locksmith
 Map Book & Map Software
 Multiple Listing Service
 Office Expenses
 Open House Expenses
 Photocopy Expenses
 Postage & Shipping
 Referral Fees
 Rent
 Repairs to Sell Listed Property
 Stationery
 Other: _____

Equipment Purchases

Answering Machine
 Calculator
 Camera
 Computer Equipment
 Copy Machine
 FAX Machine
 Printer
 Recorder & Pager
 Telephone
 Modems and computer peripherals
 Other: _____